

THE NAVAJO NATION



JONATHAN NEZ | **PRESIDENT** MYRON LIZER | **VICE PRESIDENT**

August 25, 2020

******ADVISORY******

This advisory is from the Navajo Nation Risk Management Program to all Navajo Nation Programs, Department, Divisions, Chapter and Enterprises.

Risk Management will not accept hard copy (Paper) documents for the time being. All documents including but not limited to 164, Claims, Underwriting Exposure Summary Forms and Contract Reviews must be submitted via **EMAIL** or **FAX** only. Under no circumstance should documents be physically brought to the RMP office. For the safety of our staff and those handling them, they will not be accepted.

EMAIL SUBMISSION:

DOCUMENT	NAME	EMAIL
Underwriting Exposure Summary (UES)	Kimberly Kirk, Accounting Tech	kakirk@navajo-nsn.gov
Certificate of Insurance & Verification of Coverage (COI/VOC)	Michelle Shorty, OS	mshorty@navajo-nsn.gov
Claims: Property Loss & Vehicle Accident Reporting Forms	Kelli R. Lewis, OA	krlewis@navajo-nsn.gov
All other general correspondence	Lucy Slim, OS	lucyslim@navajo-nsn.gov
Contract Reviews, UES, COI, VOC and Correspondence	Shawnevan Dale, Program Supervisor II	sdale@navajo-nsn.gov

RISK MANAGEMENT PROGRAM FAX:

(928) 871-6087

To ensure an adequate & timely response, please include Shawnevan Dale, Program Supervisor II in your emails. Please allow some time to review and process your requests. FY 2021 UES will be processed upon arrival. Please complete your UES and submit to RMP for timely processing.

CONTACT INFORMATION:

Risk Management Program
P: (928) 871-6335

Safety/Loss Control Program
P: (928) 871-6085

Insurance Services Department
P: (928) 871-6461



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